

# Fast Facts for Livelink SERF Users

Livelink URL: <https://edmsp-mrmcit.amedd.army.mil/>

## Logging in to Livelink

- Enter the Livelink URL in the address bar of your browser. For easy access in the future, bookmark the URL as a browser “Favorite.”
- Enter your Livelink username and password. (Remember: Usernames and passwords are case sensitive.)
- Click the *Log-in* button.



## MeRITS and SERF

MeRITS is the Medical Research Information Technology System Project Management Office.

MeRITS provides an Electronic Document Management System (EDMS), called Livelink. Livelink stores electronic documents.

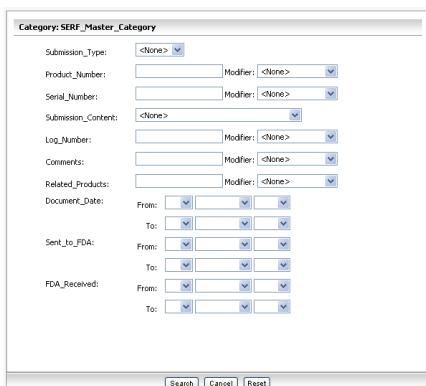
Livelink has been customized to provide functionality specifically for SERF. With the SERF implementation of Livelink, you can easily search for SERF documents, view them, and print them..

## Accessing SERF

On the Enterprise Workspace, click the SERF link:



Then click the blue Search button to access the Search page:



## Searching

SERF users can search on any of the following fields in SERF:

- Submission Type* – IND, NDA, 510(k), etc.
- Product Number* – Alphanumeric value assigned by the FDA
- Serial Number* – Consecutive number assigned to each product submission
- Submission Content* – Type of information included in the file
- Log Number* – Unique number for the clinical study
- Comments* – Other pertinent information about the file
- Document Date* – Date the document was created
- Sent to FDA* – Date the document was sent to the FDA
- FDA Received* – Date the document was received from the FDA

## Viewing and Printing

- To view a document, click its name in the Search Results page.
- To print a document, click the *File* menu, then the *Print* menu item.

## Permissions

Permissions control access to everything in Livelink. They define the information a user sees, where a user can add or modify content, and what functions a user can perform.

## Roles

There are two broad types of SERF users:

- Users can search for documents, view them, and print them.
- Admins can also search for documents, view them, and print them. Admins can also upload documents into the system.

This brochure is concerned solely with user functionality.